



Weet-Bix MyCricket User Manual

Clubs

Last Updated: August 5th 2013



For more information visit:
mycricketsupport.cricket.com.au



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Administration Tasks

Before you begin managing your club, you'll need to ensure that you are familiar with the following key administration tasks.

1. Manage Your Association Details

First Time Login

The first time you login to the system, it will prompt you to:

- Read and accept the Weet-Bix MyCricket Terms and Conditions of Use
- Change the automatically generated password to one you will remember

Access the Weet-Bix MyCricket Administration home page at <http://www.cricket.com.au/mycricket>

You must log in to continue.

Login

Login ID:

Password:

☐ Remember me

Unauthorised access is prohibited.
Login details must not be disclosed to unauthorised persons.
Logins may be cancelled or suspended where this has occurred.

Administrators can log in using the Login ID previously supplied.
Participants (eg players, umpires) can login by using their ID number** [Create a participant login](#)

**Contact your club/association if you do not know your ID. Participant logins can also be created by clubs/associations.

[Forgotten your password?](#)
[Trouble logging in?](#)
[More information for participants attempting to log in](#)

- **Important Note:** If at any stage you forget your password, the forgotten password link is found at the bottom of the login screen.

Terms and Conditions [Printable Version](#)

(If you do not accept the Terms and Conditions, you will be logged out.)

1 / 1 89.1% Find

- Read the Terms and Conditions.
- Click "I accept these Terms and Conditions"

3.



Change Password

[Help on this topic](#)

You must change your password before continuing.

The following password rules apply:

The password must contain 6-20 characters without spaces, at least one character must be a number and one a letter.

Change Password	
Login ID	test
Current Password	<input type="password"/>
New Password	<input type="password"/>
New Password (confirm)	<input type="password"/>

[Change Password](#)

This screen is accessible through menu path:

MODE: Administration > **MENU: Users > My Account**

Complete the following fields:

Field	Description
Current Password	Type your current password in the field. If this is your first login, type the system assigned password here.
New Password	Type your new password directly in the field. Passwords must be 6 characters in length and contain at least 1 number and one letter.
New Password (confirm)	Re-type your new password to confirm.

- Click "Change Password".
- Click "Home" to return to the administration home page.



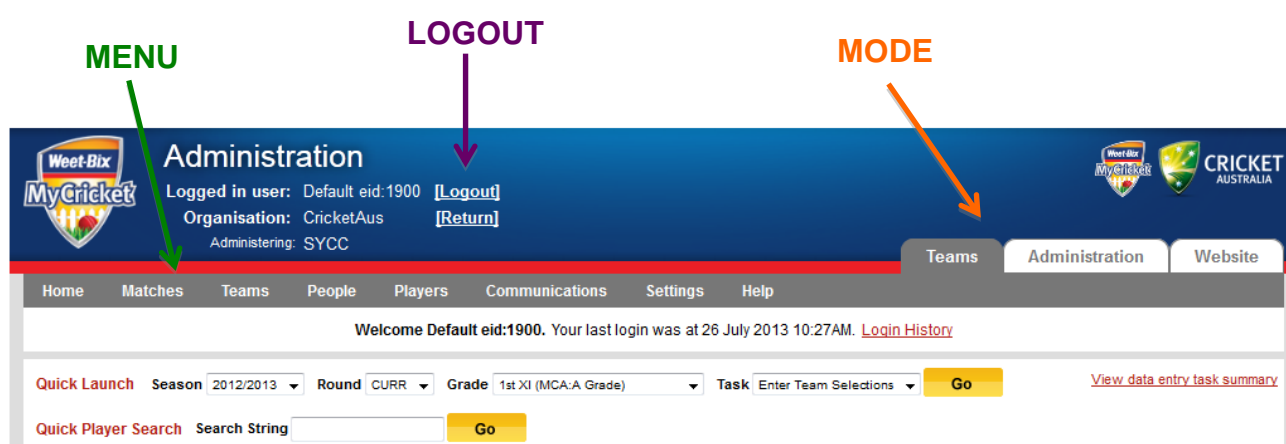
Navigating the Administration Area

After you log in, you will see a menu bar at the top of the screen, just beneath the main Weet-Bix MyCricket banner. Users can change their menu view according to the task they want to complete by changing their “Mode”.

Mode: Select between modes available

Menu: contains all the menu items that are specific and available for the selected mode

Logout: this link allows you to logout of the system



It is recommended that you take some time to browse through each Mode and the associated Menu Views to help familiarise yourself with the options available.

The following table provides a broad description of each mode available in Weet-Bix MyCricket.

Mode	Description
Teams	Allows you to select teams, enter match results/player scores, complete player transfers/clearances. Anything related to managing a team and participating in competitions.
Administration	Administration tasks such as registering for insurance, adding office bearers, creating new admin users, updating organisation details.
Website	Manage or add content to your Weet-Bix MyCricket Club website.

Please note that all modes may not be available for all users or organisations.

5.



Creating & Maintaining Users

To help share the load, you can create as many admin Users, who will be able to login and perform some or all of the tasks, based on the User Roles and Permissions assigned to them. You can create multiple users for your association or club, which is recommended.

MODE: Administration

>

MENU: Users > User List

User Maintenance
[Help on this topic](#) [Printable Version](#)

☐ Add New User
☐ Show deleted users

Wanderers Cricket Association user list

Login ID	User Name	Email	Last Logon	Status	Edit	Other Actions
chaywood	Claire Haywood	claire.haywood@cricket.com.au	20 .an 09 8:17AM		Edit	Select... Go
e28	Default eid:28	RachelPiastri@cricket.com.au	10 .un 09 7:24AM		Edit	Select... Go

If you want to...	Then click...
Create a new user	Add New User at the top of the screen.
Modify an existing user	Edit next to the users' name.

Edit User
[Help on this topic](#) [Printable Version](#)

[Back to User Maintenance](#)

Add New User

Login ID
Unique ID consisting of at least 4 alphanumeric characters.

User Name
User's first and last names.

User Email
☒ Send user welcome email
Enter a valid email address.
You can enter up to 3 addresses separated with a semi-colon(;).
Ensure there are no spaces anywhere in the text field.

User Roles
☐ SITE MANAGER ☐ RESULTS MANAGER
☐ CONTENT MANAGER ☐ PERSON MANAGER
☐ USER MANAGER ☐ ADMINISTER CHILD
☐ EMAIL SENDER ☐ FINANCIAL MANAGER
☐ SMS SENDER
Select at least one user role.

Grade access ☒ No Restriction ☐ Select Grades...

Person Role access ☒ No Restriction ☐ Select Person Roles...

[Update](#)

For information:
The Grade and Person Role access options allow you to create users who can only see and update the grades and person records that are relevant to them. Please see [Help](#) for more information.

- Complete the **Login ID**, **User Name** and **Email** fields as per onscreen instructions. Login ID must be unique across Weet-Bix MyCricket – we recommend using the Association/Club abbreviation in combination with the user name.
- For new users, ensure the **Send Welcome Email** checkbox is selected, so their initial password and login information is sent.

6.



- Apply the required **general** security roles to the user by clicking the corresponding checkboxes in the **User Roles** area. Not all options will be available to all users.
- Apply the required **specific** security roles (if applicable) to the user by selecting and expanding the Grades and Person Role access options. The specific security roles work in conjunction with the general security roles.
- Click “help on this topic” for details on the security permissions available.
- Click “update” at the bottom of the screen to save the user details.
- Please note that if you change user access, the user may need to logout and then log back in again for the changes to take effect.

There are several other options available in the User Maintenance Screen, **Actions** dropdown listing:

- **Lock/Unlock Account:** Enables you to lock this user out of the system immediately or unlock an account if locked.
- **Reset Password:** Clears the existing password and sends the user a new system assigned password.
- **Set User as Principal:** Assigns this user as the Principal User for this Club/Association making their email publicly available throughout Weet-Bix MyCricket. This overrides the current Principal User.
- **Resend Welcome Email:** re-sends the Welcome Email and attached “Getting Started Documents”.
- **Delete User:** Removes the users profile from the system, but all users can be reactivated if needed.

Pre Season Tasks

MyCricket enables you to manage all aspects of your clubs involvement in cricket. The following tasks are those more common to the running of your club. The following sections briefly detail the more commonly used competition tasks such as managing players, entering and confirming match results, entering player scorecards and match reports.



2. Player List Management

Before a player can be selected to a team they must be added to the MyCricket system. This can be done in Bulk (e.g.: importing multiple player records from an existing database into MyCricket) or individually transferring or adding new players.

Once a record has been created for the player they **must** be registered to an association (or multiple associations) within MyCricket in order to be selected into teams.

If a player is already in the system and is registering with a new club they will need to be transferred. Although MyCricket allows you to transfer a player without gaining clearance first, your association By Laws may require clearance before a transfer can take place.

Create New Person Record

This procedure will assist you with entering records for players, umpires, coaches" and general contacts. Each role has a selection of sub roles to further define the person and assist with grouping, reporting and communicating to specific groups of people.

A person can have multiple roles applied to their record. E.g.: John Smith is a (role) player with a (sub role) senior and he is also a (role) coach with (sub role) junior.

MODE: Competitions, Administration, Teams > **MENU: People**

Before creating a new record you must search for the person to determine if they are already in the system. This helps to eliminate duplicate data, which clogs the system and can cause organisational issues.



- Type the persons name in the **First, Middle** and/or **Last** fields, Click “search”

New Person
[Help on this topic](#)

Before creating a new person record, please search for an existing record.
 If the record already exists you can transfer the record, or (if applicable) apply for a clearance.

If the person record you wish to create was not found in the search, please [click here to create a new record](#).

Please enter search criteria.
 The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.

Person name First: Middle: Last:

Search Results

ID	Name	Organisation	Location	Transfer
0265893	Test, Rego	Warringah	Harbord (NSW)	Transfer
0269379	Test, Rachel	Albert	Brisbane ()	Transfer
0271368	Test, Roger	Albert	Brisbane ()	Transfer

- Look through the **Search Results** table to determine if the person has an existing record. If you are unsure, then it is best to create a new record, duplicates can be identified and merged at a later stage if required.
- **Important Note:** Asking key questions when you have a new player arrive at the Association/Club can assist in knowing whether they are in MyCricket already, and which previous Organisation they may have been involved with.

If the person was...	Then...				
Found	<p>Click “transfer” next to the person’s name. Select your association, or choose a club if required.</p> <p>Transfer Person Help on this topic</p> <hr/> <p><input type="checkbox"/> Transfer a different player</p> <p>ID: 0265893 - Rego Test</p> <p>Current roles</p> <p><input type="button" value="No records found"/></p> <p>Person is inactive (ie no roles) in these organisations:</p> <table border="1"> <thead> <tr> <th>Org ID</th> <th>Org</th> </tr> </thead> <tbody> <tr> <td>2012</td> <td>Warringah</td> </tr> </tbody> </table> <p>Transfer this person to:</p> <p><input type="radio"/> Current organisation: Wanderers Cricket Association <input checked="" type="radio"/> Child organisation: <input type="text" value="Albert"/></p> <p>Role: <input type="text" value="PLAYER"/></p> <p>Sub Role(s): <input checked="" type="checkbox"/> SENIOR <input type="checkbox"/> JUNIOR <input type="checkbox"/> VETERAN</p> <p><input type="button" value="Transfer"/></p> <p>For information:</p> <ul style="list-style-type: none"> Before transferring a person record, please ensure that you are aware of any other requirements (such as Player clearance requirements) that may apply. The onus is on the organisation initiating the transfer to ensure the record should be transferred. For example, if you are from a club and are not sure whether a player requires a clearance, please do not transfer, and contact your association for further information. As a privacy measure, after transferring, the record will not be editable by your organisation for a period of 10 days. Additionally, all personal data will be obscured during this time. However the record can be used, e.g. a player can immediately be selected for matches. An email will be sent to the person advising of the transfer to ensure that he/she is aware of the transfer, and to provide for an opportunity to reverse the process. Emails will also be sent to other organisations where the person has a current role. An audit record will also be created within the system detailing the user that initiated the transfer. Where a parent organisation transfers the record into their own organisation (e.g. a player playing in representative sides), notification emails are not sent, and the parent organisation can edit/view the person record immediately. <p>Complete the Transfer this person to, Role and Sub Role(s) fields as required. Read <i>For Information</i> at the bottom of the screen Click “transfer” and “ok”</p>	Org ID	Org	2012	Warringah
Org ID	Org				
2012	Warringah				
Not Found	Continue to the next step				



The transferred player will remain in the list of the original club/association. This enables people to be affiliated with multiple clubs and associations whilst still having a single MyCricket record.

- Click the “click here to create a new record” link at the top of the screen.

Field	Description
Role	The main role the person will have within the association/club. Select from the drop down list. This is a mandatory field
Sub Role	Complete the following fields as required to define the persons role within the association/club Selection in the Role field will determine the options available here. Select the checkbox next to the appropriate sub role. It is possible to select multiple sub roles. This will result in multiple Roles automatically created for the person. E.g.: if the person is a player at both senior and junior level, select the Role Player , then select both Senior and Junior sub roles. The person will end up having 2 Roles: Player – Senior and Player – Junior. This is a mandatory field
Title	Select a title from the drop down list
First Name	The persons' first name. This will automatically populate based on your entry at the search stage. This is a mandatory field and cannot contain numbers
Middle Name / Initial	The persons' middle name or initial. This will automatically populate based on your entry at the search stage.



Field	Description
Last Name	The persons" surname. This will automatically populate based on your entry at the search stage. This is a mandatory field and cannot contain numbers
Date of Birth	The person's date of birth, type in dd/mm/yyyy format. This field may be mandatory depending on role selected.
Country of Birth	The country the person was born in.
Gender	Select the appropriate radio button to specify the person's gender. This is a mandatory field.
Email	The email address of the person. Although this is not a mandatory field, it is highly recommended that you collect email addresses from all people if you wish to make use of the Email Communication feature. Multiple email address can be entered by using a semi colon (;) to separate.
Address 1 / 2 / 3	The postal address of the person. Type the address directly into the field beginning at field #1. Only use fields #2 and #3 if you require more space.
Suburb / Town	The town or suburb of the persons" postal address.
Postcode	The postcode of the persons" postal address. Type in numerical format directly in the field, 4 digits only. This is a mandatory field.
State / Territory	The state or territory of the persons" postal address. This is a mandatory field.
Country	Automatically defaults to Australia. This cannot be modified at this stage.
Home Phone	The home phone number of the person. Must contain 10 digits including area code. Brackets hyphens and spaces are allowed. () -
Work Phone	The work phone number of the person. Must contain 10 digits including area code. Brackets hyphens and spaces are allowed. () -
Mobile Phone	The mobile phone number of the person. Must contain 10 digits including area code. Brackets hyphens and spaces are allowed. () -
Fax Number	The fax number of the person. Must contain 10 digits including area code. Brackets hyphens and spaces are allowed. () -.
Next of Kin/Emergency Contact Name	Enter the Name of the Emergency Contact for this participant.



Field	Description
Next of Kin/Emergency Contact Number	Enter a valid phone number or mobile number for the Next of Kin / Emergency Contact.
Comment	If required, you can enter additional information here. This information is for private viewing by your organisation only and is only displayed on this screen.

- Click “add” and “ok”

The “roles” and “custom fields” options, and any others that are applicable by Role, become available once the personal details and Roles have been added to the system.

Person Edit: Bottle, Water (ID: 285942)
☐ Help on this topic

General Player

☒ Personal Details ☒ Roles ☒ Custom Fields ☒ Payments ☒ Audit

Current Roles for Albert:

Role	Sub Role			Auto-remove date	Last Re-conf. date
PLAYER	SENIOR	Remove	Re-confirm	31 Jul 09	NEVER

Add new role:

Role	Sub Role(s)	
<input type="text" value="Select..."/>	Not found	<input type="button" value="Add Role"/>

Role history for Albert:

☐ Show role history in all organisations

Drag a column to this area to group by it.

Role	Sub Role	Entity	Date From	Date To
PLAYER	SENIOR	Albert	Jan 1 1990	CURRENT

1 Page 1 of 1 (1 items)

Duplicate Person Record – Merge Process

MODE: Team / Administration > **MENU: Person > Duplicates Report**

You can run a report to find any potential duplicate player records both within your own organisation, and across the MyCricket database. You can also submit these duplicates directly into MyCricket, to be reviewed and actioned by the MyCricket Support Team.



Please ensure that the To Person ID is the record with the most up to date personal information, as this is the information that will be retained. Match information and roles are kept from both records. Merging duplicate data will generally take 2 to 3 days to complete but can take up to 2 weeks.

MODE: Team / Administration > **MENU: Person > Person Merge Request**

If you are already aware of a duplicate record you can request this merge directly without running the Duplicates Report.

MODE: Team / Administration > **MENU: Person > Person Merge List**

You can use this person merge list to track the progress of your merge person requests. You can also remove any incorrect merges if they are yet to be approved by the MyCricket support team.

Player Clearances

Player clearances require clubs to gain approval from their governing body (Association) to transfer a player from one club to another. Throughout the process, the affected clubs and the Association are notified by email as to the actions that are required at any stage. The transferred person will remain in the list of the original club/association. This enables people to be affiliated with multiple clubs and associations, retaining one unique MyCricket record.

MODE: Teams > **MENU: Players > Permits & Clearances > Apply for Player Clearance**

The following diagram charts the clearance process, beginning with the club the player will be transferred to:





- Select the applicable association from the drop down list.

Apply for a Clearance
[Help on this topic](#)

- Select the applicable association.
- Search for a player which requires the clearance/permit. A player must be on the club list before applying for a permit.
- Select the player to apply for the clearance/permit.

Association Wanderers Cricket Association

Please enter search criteria.
The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.

Person name First: Middle: Last:

(or) ID

- Search for the player you want to transfer, by either **Person name** or **ID**.
- Click "search".

Search Results				
ID	Name	Organisation	Location	Clearance
0271366	Test, Roger	Albert	Brisbane (QLD)	Apply
0271366	Test, Roger	Feathertop	Brisbane (QLD)	Apply
0269379	Test, Rachel	Albert	Brisbane (QLD)	Apply
0269021	Test, Ritchie	Wanderers Cricket Association	Brisbane (QLD)	Apply
0271373	Test, Oscar	Feathertop	Brisbane (QLD)	Apply
0271023	Toshack, Rob	Harbord Bowling Club	Harbord (NSW)	Apply
0033353	Twist, Ryan	Ringwood	Ringwood (VIC)	Apply

- Click next to the name of the player you want to transfer.

Submit/Edit Player Clearance
[Help on this topic](#)

Current Action required:
The player's destination club needs to create the clearance application.

- Please check with your association in regards to the requirements that need to be fulfilled for the clearance or permit application.
- Permit can only be applied to with players from your own club.
- Personal player details may be obscured until the clearance is granted.

Clearance for: **Test, Roger**
Clearance to: **Albert**

Season 2008/2009

Association Wanderers Cricket Association

Clearance Status Unsubmitted

Results/Vault ID 0271366

First Name Roger

Middle Name / Initial

Last Name Test

Date of Birth *****

Email *****

Address1 *****

Address2

Suburb/Town blackville

Postcode 3333

State/County vic

Home Phone

Work Phone

Mobile Phone

From Club Name Feathertop

Clearance Reason

To Club Comment

Player Sub Role in the To Club Select...

From Club Comment

Association Comment



- Complete the following fields as required:

Field	Description
Clearance Reason	The reason why your club is lodging a clearance request for this player. This is a mandatory, free flow text field. Type directly into the field.
“To” club comment	This field can be used to include additional information from your club.
Player sub role in the “to” club	The sub role that the player will be assigned in your club. This may differ from the sub role assigned to the player in their existing club. Select from the drop down list.

- Click “submit” and “ok” to request clearance to transfer the player to your club.
- A message displays at the top of the screen telling you who has been notified of the clearance request.

Register Players to Associations

Note: Players must be registered to at least one Association before they can be selected to participate in any teams.

MODE: Teams > **MENU: Players > Player Registration > Register Players**

- Select the Player or Players name in the **unregistered players for Association** list.
- Click “add” to move the selected players to the **Players to be registered** list.
- Click “save” and “ok” to register the player.



Player Movement Report

MODE: Teams > **MENU: Players > Permits & Clearances > Player Movement Report**

You can view all movements (transfers and clearances) into and out of your club. The report options include searching by a date range, all movements in, all movements out or a search option to display a particular player.

Player Movement Report [Printable Version](#)

Date From: 09/09/2008 Date To: 09/09/2009 Movement Direction: In

Drag a column to this area to group by it. Search:

ID	Player Name	Origin	Destination	Date	Movement Type
243637	Perera, Chamidu	Preston Baseballers	Lalor Stars	8/09/2009	Transfer In
143377	Sier, Chris	Bundoora Old Para...	Riverside	7/09/2009	Clearance In
93491	Tak, Ashlee	Bundoora Old Para...	Thomastown United	7/09/2009	Clearance In
572943	Ryan, Josh	Research	Lower Plenty	7/09/2009	Clearance In
568904	Patterson, Riley G	Diamond Creek	Thomastown United	7/09/2009	Clearance In
572320	Meredith, Brydan	Research	Lower Eltham	7/09/2009	Clearance In
389091	Malloy, Connor	Research	Lower Plenty	7/09/2009	Clearance In
631038	Jury, Lachlan	Lower Eltham	Lower Plenty	7/09/2009	Clearance In
357227	Horsfield, Lachlan	Eltham Collegians	Lower Eltham	7/09/2009	Clearance In
353302	Franks, Bryn	North Eltham Wan...	Plenty	7/09/2009	Clearance In
90670	Van Leest, Gerard	Subiaco Marist Cric...	Lower Plenty	7/09/2009	Transfer In
90670	Van Leest, Gerard	Subiaco Marist Cric...	Lower Plenty	7/09/2009	Transfer In

Matches Played Report

MODE: Available from Public Site > **MENU: Statistics > Matches Played**

You can view the number of matches played by a particular player from the public MyCricket website. You can customise this page to your club.

This report is particularly useful if your competition has qualification requirements for players to compete in finals. Your clubs will also be able to use this report to decide who is eligible for team selection during the finals.

Competition and Results Entry

During the competition season there are several tasks that will need to be carried out on a regular basis. You will need to select players for teams, enter match results and players scores and possibly submit captain and match reports.

Your Association may put timeframes on the completion of these tasks e.g.: match results may need to be entered within 48 hours of match completion.



3. Player & Team Management

Player Availability Summary

Before you select the team for a match, it is advisable to first see who is available on the match date. MyCricket enables you to generate a report of player availabilities for selected dates once the association releases fixtures.

Additionally, this report will only display a player's availability status for a specific date if it has been entered in the Person Edit or New Player screens in the **Availability** tab.

MODE: Teams > **MENU: Players** > **Player Availability** > **Player Availability Summary**

Player Availability Summary
☒ Help on this topic

Availability was last requested via email on: 4 July 2008.

Match Dates
6 Sep 08
13 Sep 08
20 Sep 08
27 Sep 08
4 Oct 08
11 Oct 08
18 Oct 08
25 Oct 08

Add ->
Add All ->>
-<- Remove
-<- Remove All

Selected Dates (Count:24)
4 Jul 08
5 Jul 08
6 Jul 08
10 Jul 08
11 Jul 08
12 Jul 08
13 Jul 08
17 Jul 08
18 Jul 08
19 Jul 08

☐ Show Contact Details
Refresh

Key: A: Available U: Unavailable C: Conditional

Name	Fri 4 Jul	Sat 5 Jul	Sun 6 Jul	Thu 10 Jul	Fri 11 Jul	Sat 12 Jul	Sun 13 Jul	Thu 17 Jul	Fri 18 Jul	Sat 19 Jul	Sun 20 Jul	Thu 24 Jul	Fri 25 Jul	Sat 26 Jul	Sat 2 Aug	Sun 3 Aug	Sat 9 Aug	Sun 10 Aug	Sat 16 Aug	Su 17 Aug
Ablett, Luke																				
ablett, Luke b																				
Adams, Sachmo																				
Ajay, Will																				
Allegretto, Paul																				
Balales, Andrew																				
Barber, Mark																				
Barnes, Harry																				

- Select the required dates from the **Match Dates** list.
- Click “add” to move the match date to the **Selected Dates** list.
- Select the **Show Contact Details** checkbox, click “refresh”.
- All available players for the selected dates are displayed in the table, along with their contact details, if requested.

Players can be contacted via email from this screen if required.



Team Selection

You must select players for a team every round. MyCricket will remember the players selected for the previous match, but you will still need to submit the team to the match on a round by round basis.

MODE: Teams > **MENU: Matches > Select Teams**

- Complete the **Season**, **Round** and **Grade** fields, Click “go”.
- Select the required players from the **Player List**.
- Click “add” to move them to the **Selected Players** list.
- Move players up and down as required, ideally the list should be in your batting order.
- Select the Captain’s name from the **Selected Players** list.
- Click “set” next to Captain in the **Selected Player Options** area.
- Repeat the previous 2 steps to assign **wicketkeepers** and **substitutes**.
- From the dropdown boxes you can select **Coach**, **Team Manager** & **Scorer** if required.
- Click “update” and “ok” to save.

If you want the team to be the same as the previous match, simply click “update” and “ok” to save.



Print Team List

In many cases, you will need to print the team list to hand to match officials on the day. MyCricket enables you to customise and print both a **Captains' list** and an **Umpires' list**.

MODE: Teams

>

MENU: Matches > Team Lists

Team Lists
☐ Help on this topic [Printable Version](#)

Season: 2007/2008 Round: 1 Grade: WAND-CMH Test Grade [Go](#)

Show: ☐ Display typical Captain's list columns ☐ Display typical Umpire's list columns

<input checked="" type="checkbox"/> Results/Vault ID	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Registration Status	<input checked="" type="checkbox"/> Home phone
<input checked="" type="checkbox"/> Mobile phone	<input checked="" type="checkbox"/> Sub: payment status	<input checked="" type="checkbox"/> Paid checkbox	<input checked="" type="checkbox"/> DOB
<input checked="" type="checkbox"/> Played day 1	<input checked="" type="checkbox"/> Played day 2	<input checked="" type="checkbox"/> Player signature	

Notes:
*Player Subscriptions refer to the annual membership fees that most clubs charge players.
*Pkg. refers to the players registration status in the relevant association as at the time of generating the report. Note that not all associations required players to be registered.

Wanderers Cricket Association - CMH Test Grade
Round 1 - Thu 26 Jun 2008 (10:00AM)

Clarence		New Town
Venue: Central Park []		
Match Officials: Not specified		

Generated at 31 Jul 08 3:17PM

- Complete the **Season**, **Round** and **Grade** fields, click “go”.
- Select either **typical captains** or **typical umpires** lists.
- If necessary, select or deselect other data to be included in the list by clicking the appropriate checkbox/es.
- ☐ Click “printable version” A new window opens.
- ☐ Print the list as per your computers’ regular printing method.

4. Match Results & Statistics

Match Results can be entered either during a game or once it has finished. Results can be entered by either team, but not by both. Consult your association to determine whether the home or away team is to enter match results.

Once the results have been entered by the initial (first) team, the opposing team then needs to confirm or dispute this match result before they can be locked in as official by the Association if required.

Each club is able to then enter their own individual player scores to create their statistics.



Entering Match Results

MODE: Teams

>

MENU: Matches > Enter Match Results

Enter Match Scores
☐ Help on this topic

Season: 2007/2008 Round: 1 Grade: WAND-CRICK Test Grade

Wanderers Cricket Association - CRICK Test Grade
 Round 1 - Thu 26 Jun 2008 (10:00AM)

Clarence v New Town
 Venues: Central Park
 Match Officials: Not specified

Printable Version

MATCH INFORMATION

Toss won by: --Make Selection--
 Batted first: --Make Selection--
 Follow on enforced: NO or N/A

Umpire1:
 Umpire2:
 Other Details:

CLARENCE v **NEW TOWN**

1ST INNINGS
☐ Innings commenced

2ND INNINGS
☐ Innings commenced

RESULT:

CLARENCE --Make Selection--
 NEW TOWN --Make Selection--

Note: If you wish to lodge a dispute for the results you are entering, first save the result and then follow the link from the following page.

MATCH STATUS: No status
☐ Confirm or dispute result
☐ More information about match confirmation and status

Save

- Complete the **Season**, **Round** and **Grade** fields, click “go”.

Function	Description
Wickets field	If you select 10, all out automatically populates the Innings Closure field.
Match Results field	This is a mandatory field. If the match hasn't finished yet select Match in Progress . This enables you to save the results and access them again at a later date. Results time frames do not apply in this case. Selection in one teams Match Result field will drive the entry in the other team. e.g.; if Team A Lost on First Innings then Team B's Match Result automatically populates with Won on First Innings
Modifying Results	Results can be modified until either the association or the opposing team confirms them. Once confirmed, results are locked as official.

Confirming or Disputing Results

If the opposition team has entered the results, you will need to review their entries and either confirm or dispute them. You cannot modify the results in any way, however you can begin the dispute process if you disagree with the other teams results entry.

MODE: Teams

>

MENU: Matches > Confirm Match Results



Confirm match result
[Help on this topic](#) [Printable Version](#)

Season: 2007/2008 Round: 1 Grade: WAND-CMH Test Grade

Wanderers Cricket Association - CMH Test Grade
 Round 1 - Thu 26 Jun 2008 (10:00AM)
 Clarence v New Town
 Venue: Central Park (1)
 Match Officials: Not specified

ACTIONS

There are no actions that can be taken on this match by the current user.

	Clarence	New Town
1st Innings		
2nd Innings		
RESULT:	No Result	
MATCH STATUS:	No status	
CONFIRMATION COMMENTS:	Clarence: No comments entered New Town: No comments entered WAND: No comments entered	

- Select the **Season**, **Round** and **Grade**.
- Click “go”.

ACTIONS

☐ Confirm Result ☐ Dispute Result

- In the *Actions* area of the screen

Action	Description
Confirm Result	Select the radio button if you agree with the results entered by the other team. Click “update.” The results are then saved and locked.
Dispute Result	Select the radio button if you do not agree with the match results entered by the other team. Type the reason for your dispute in the text box. Click “update.” This information will be sent to both the opposition team and the association. The matter is then handled at association level until resolved.

Entering Player Scores

Your association will set rules, which allow one team to enter both team scores (full scorecard) or to only enter your own players’ scores.

When entering player scores please keep in mind the following:

- Your association may set a timeframe on entering player scores.



One of the benefits of MyCricket is that your players can compare their stats with players all around the country. However, in order to get a realistic view of your players' stats nation-wide, clubs must enter player scores as accurately and as regularly as possible.

Your association determines the score fields available. If you require additional fields be entered (e.g.: 4s, 6s) please contact your Associations Principal User.

MODE: Teams > **MENU: Matches > Enter Player Scores**

Enter Player Scores
[Help on this topic](#)

Season: 2007/2008 Round: 2 Grade: WAND/CMH Test Grade

Wanderers Cricket Association - CMH Test Grade
Round 2 - Fri 27 Jun 2008 (10:00AM)

University
Venue: Eltham College Main Road []
Match Officials: Not specified

Enter data and click the Save button to save and return; click the Update button when finished.

☐ Automatically recalculate batting order if changed

1st Innings ☐ Innings commenced

2nd Innings ☐ Innings commenced

[Reset](#) [Save](#) [Update](#)

☐ Enter Hist Trick Information...

The association has set this grade so that match scores and player batting scores (plus extras) must add up within 5 runs. Because of this, the Save button cannot be used, click Update when score entry is complete.

Notes:

- To prevent your session from timing out and losing data you have input, make sure you Save your changes at least every 30 minutes. Click Update when finished to Save and Validate all data.

- Select the **Season**, **Round** and **Grade**.
- Click “go.”
- Select the checkbox next to the innings you want to enter scores for.

☐ Automatically recalculate batting order if changed

1st Innings ☒ Innings commenced

Player	Batting						Bowling						Fielding					
	Num	HO	Runs	Fld	Bwl	FOW	Num	O	M	W	R	Un	Ct	Ct Wk	RO As	RO Un	St	
*Bourke, David R	1	dnb		NA	NA													
+Bunter, Barry	2	dnb		NA	NA													
Davidson, Sean	3	dnb		NA	NA													
Duckakis, Donald	4	dnb		NA	NA													
Flash, Jack	5	dnb		NA	NA													
Giles, Nathan	6	dnb		NA	NA													
Hoffman, James	7	dnb		NA	NA													
Howard, Tom	8	dnb		NA	NA													
Howden, Jack	9	dnb		NA	NA													
Johns, Danny	10	dnb		NA	NA													
Junior, Gary(sub)																		
		Extras	0															
		Total	200															



The batting order displayed is based on the order in which players were selected during "Select Teams". If this order has changed, check the **Automatically recalculate batting order if changed** checkbox. Then simply type the new batting order number in the **Num** field next to the required player. Note that the physical order doesn't change, only the batting order number. This is **critical** to ensure partnerships are correctly calculated using the fall of wicket totals.

- Complete the following fields as necessary:

Field	Description
BATTING	
Num	The batting order number of the corresponding player. This will default to the order as at the Team Selection stage.
HO	How Out – see Support & FAQ Centre for definitions. The method of dismissal, select from the drop down list.
Runs	The number of runs made by the player.
Fld	Opposition fielder who dismissed the batter. Select from the drop down list.
Bwl	Opposition bowler who dismissed the batter OR 2nd opposition fielder who assisted run out.
FOW	Fall of Wicket Where two or more wickets fall at the same score, entering as a decimal can specify the dismissal order. E.g.: players A, B and C are all dismissed at the unlucky 87, batted at numbers 3,4 and 5 respectively, and were dismissed in the order A, C, then B. Enter a FOW of 87.1 for A, 87.3 for B, and 87.2 for C. <i>The decimal point is not required where only one wicket falls at a given score.</i>
BF	Balls Faced May be disabled – refer to Settings > Report Customisation
Min	Batting Minutes Type a whole number directly in the field. May be disabled – refer to Settings > Report Customisation
4s	Number of 4s scored May be disabled – refer to Settings > Report Customisation
6s	Number of 6s scored May be disabled – refer to Settings > Report Customisation
BOWLING	
Num	Bowling number. The order of bowler appearances in the selected innings.
O	Number of overs bowled.
M	Number of maidens bowled.
W	Number of wickets taken, must be between 0 and 10

Field	Description
R	Number of runs conceded
Htrk	Hat Trick (number of consecutive wickets taken)
Un	Unassisted wickets taken. Must be a whole number less than or equal to wickets taken. <i>If this field is disabled, unassisted wickets will be automatically calculated based on the scorecard. This is a setting in the Grade Customisation screen.</i>
Wd	Number of wides bowled May be disabled – refer to Settings > Report Customisation
Nb	Number of no balls bowled. May be disabled – refer to Settings > Report Customisation
FIELDING	
Ct	Number of catches taken as a fielder. (not wicketkeeper) Must be between 0 and 10
Ct Wk	Number of catches taken as wicketkeeper. Must be between 0 and 10
RO As	Number of assisted run-outs made. Must be between 0 and 10
RO Un	Number of assisted run-outs made. Must be between 0 and 10
St	Number of stumpings made Must be between 0 and 10

The following notes apply to entering player scores:

- a) You can only enter fielding scores for substitutes, replacement players should not be marked as substitutes if they need to have runs allocated against them.
- b) The Association may set a tolerance level (e.g. 5 runs) meaning the total number of runs entered has to be within 5 runs of the total number entered for the innings. The innings total is automatically displayed as a result of the Match Results entered.

* If a tolerance is set you can't save the scores, only update.

* If a tolerance is not set and the runs entered don't match up with the match results a warning will appear.

- Click "save" or "update".
- The system runs a series of validations. If a validation fails, a popup appears:
 - Click "**cancel**".
 - The data that failed the validation is highlighted in red.



Entering Opposition Dismissals

If the opposing team has entered their team list into MyCricket for the match, then you will be able to enter the opposition dismissal statistics.

MODE: Teams > MENU: Matches > Enter Player Scores (Opposition Dismissals)

Enter Player Scores
☐ Help on this topic

Season: 2007/2008 Round: 2 Grade: WAND: CMH Test Grade

Wanderers Cricket Association - CMH Test Grade
Round 2 - Fri 27 Jun 2008 (1600AEST)
University v Glenorchy
Venue: Eltham College Main Road []
Match Officials: Not specified

Entering Fielders/Batters for dismissals of University
Enter date and click the Update button.

1st Innings ☐ Innings commenced

2nd Innings ☐ Innings commenced

Notes:

If the opposing team has not entered their team list for this match, you will not be able to complete this step. You can contact them to request that they do so. Click the club name to display the Club contact details.

- Click the checkbox for the required **innings**.

1st Innings ☒ Innings commenced

Player	Num	HO	Runs	Fld	Bwl
*Bourke, David R	1	dnb		NA	NA
+Bunter, Barry	2	dnb		NA	NA
Davidson, Sean	3	dnb		NA	NA
Duckakis, Donald	4	dnb		NA	NA
Flash, Jack	5	dnb		NA	NA
Giles, Nathan	6	dnb		NA	NA
Hoffman, James	7	dnb		NA	NA
Howard, Tom	8	dnb		NA	NA
Howden, Jack	9	dnb		NA	NA
Johns, Danny	10	dnb		NA	NA
Junior, Gary(sub)					

2nd Innings ☐ Innings commenced

- Complete the **Fld** and/or **Bwl** fields by selecting the name of the player from your club who dismissed the opposition's batter.
- Click "update" to save the details.



5. Reports

Data Entry Task Summary

MODE: Teams > **MENU: Matches > Data Entry Task Summary**

This report will give you a summary of outstanding tasks that still require to be performed. The report will display all matches for the selected date range, and list the status of match results, match confirmation, player scores and captain reports. This is a useful check to ensure all association requirements have been met.

Captain's Report

Captain's Reports are used by associations to keep track of issues such as facilities, player behaviour and umpiring. These reports are not publicly available and are only available to Club and Association Administrators.

MODE: Teams > **MENU: Matches > Enter Captain's Report**

Enter Captain's Report

Season: 2008/2009 | Round: 3 | Grade: WAND CMH Test Grade | **Go**

Wanderers Cricket Association - CMH Test Grade
Round 3 - Sat 18 Oct 2008 (10:00AM), Sat 25 Oct 2008 (10:00AM)

Albert 1 def Rushworth
Venue: [] Match Officials: Not specified Match ID: 462648

Please enter the required information and click the Submit button

☐ View print ready version

Umpire Assessment
To be completed and submitted by the Captain in all grades (except Men's A Grade) within 48 hours after the conclusion of the match
There were no umpires allocated for this match. Please check with your association.

Ground Assessment

	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT	
Pitch Condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Outfield Condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Boundary Line Markings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	NA <input type="radio"/>
Spectator Seating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	NA <input type="radio"/>

Player Votes
Most Valuable Player - this is awarded for outstanding cricket performance. 3,2,1 votes must be given per match - as indicated.

- Select the required **season**, **round** and **grade**, Click “go”.
- Complete the report by selecting the appropriate radio button grading (poor, fair, good, very good or excellent) or completing the fields as appropriate. Your Association will provide you with more detail about this area if applicable.
- Click “submit” to save the report.



Match Review

The Match Review will be displayed along with the Match Results for each scorecard on public websites.

MODE: Teams > **MENU: Matches > Enter Match Review**

Either...

- Type your review into the text area.

Or

- Write your review in a text editor such as Microsoft Word. Then copy and paste the review into the text area on this screen.

Additional Resources and Information

6.Additional Programs delivered through Weet-Bix MyCricket

This guide has outlined the key tasks to get you started with Competition related items. Weet-Bix MyCricket is a multi faceted system, which also provides functionality for:

Club/Association Websites

Completion of the NCRPP (Insurance) Registration Process

MILO in2CRICKET Centre Activation & Participant Registration

Representative Teams for Associations or Other Organisations

Further information on these products and using these components of Weet-Bix MyCricket can be found by searching the Support and FAQ Centre knowledgebase and downloads sections at www.cricket.com.au/mycricketsupport



Support and FAQ Centre

Weet-Bix MyCricket is a fully supported system and Cricket Australia provides several support options in order to ensure all users are able to get the most out of the Weet-Bix MyCricket system.

7. 24/7 Access to Page Specific Help

To help you through every step, detailed page specific help is accessible from almost every screen within Weet-Bix MyCricket. Simply click the link, which appears in the top left corner of the screen, under the screen heading. This will open a specific help article to assist.

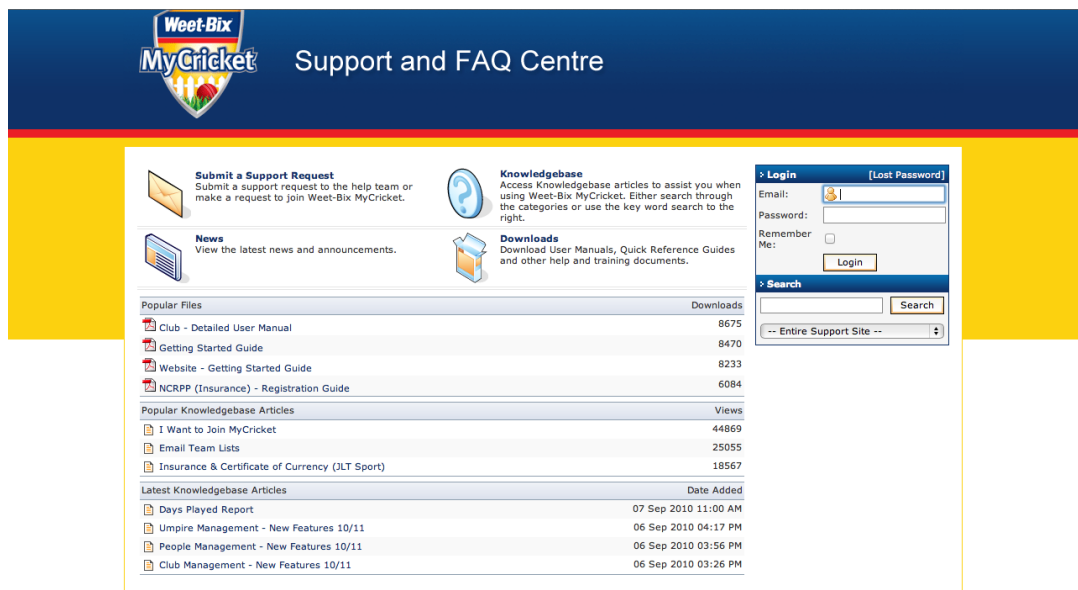
8. Dedicated Online Support and FAQ Centre

Weet-Bix MyCricket's Online Support and FAQ Centre, is found at www.cricket.com.au/mycricketsupport or through the HELP menu in each MODE. Users can:

- Search the Weet-Bix MyCricket **Knowledgebase** and view tips and step-by-step instructions.
- **Download** detailed training and support user guides.
- **Submit a Support Request** if you can't find the answer to your query and our experienced support team will respond directly to your query.

9. Using the Weet-Bix MyCricket Online Support and FAQ Centre

Weet-Bix MyCricket is fully supported by Cricket Australia's Online Support and FAQ Centre. There is a link to the Support & FAQ Centre through the HELP menu on every screen in Weet-Bix MyCricket.



Search the Support Site

- Type your keywords/task into the SEARCH field on the right hand side of the *Weet-Bix MyCricket Support and FAQ Centre Home Page*.
- A list of relevant knowledgebase articles and downloads will appear, select and view those that are most appropriate.

Access the Knowledgebase

- Search the **Knowledgebase Categories** to find an article, which will best assist with your enquiry. These are grouped into Club, Association, Website and Common Errors sections.

Download User Guides

- Search the **Download Categories** to find an article, which will best assist with your enquiry. These are grouped into Club, Association, Website and State sections.
- Download and Save the file to your PC so you can refer back whenever you need.

Submit a Support Request

- Ensure you have referred to the page specific help within Weet-Bix MyCricket and also searched both the **Knowledgebase** and **Downloads** sections of the *Weet-Bix MyCricket Online Support and FAQ Centre* **before** you submit a support request.
- We recommend this process, as you are likely to find the answer immediately, rather than await a reply from our support team. We understand your volunteer time is important and limited, so our handy online tools are aimed to assist you straight away wherever possible.



- Click on the envelope icon on the *Weet-Bix MyCricket Support and FAQ Centre Home Page*.
- Select the radio button next to your state and click “next”.

> Submit a Support Request

If you can't find a solution to your problems in our [knowledgebase](#), you can fill in the fields below with as much detailed information as possible and send it to our support personnel.

- General Information *

Full Name: *

Email: *

Priority:

- Request Details

Club/Association Name: *
Please type the full name of your club or association rather than the abbreviated name.

User Level: *
What User Level are you?
☒ Association
☐ Club
☐ Participant (Player, Coach, Umpire, Contact)
☐ State Administrator

Category: *
Which of the following categories does your support request fall into? Hold Ctrl to select multiple categories.

Have you searched the knowledgebase? *
If 'no' please click the orange "Knowledgebase" link at the top of the screen or use the "search" box to the right to find a help article.
☐ Yes
☒ No

Did you find a helpful article?:

Phone Number:
In some cases we may need to contact you via phone to resolve your support issue. Please provide the most appropriate daytime phone number to contact you on, including area code.

- Message Details *

Subject: * Please ensure you provide as much detail about your request in the subject and message detail fields. The more detail you provide will assist us to action your request as quickly and completely as possible.

- Upload File(s)

- Recipients

You can specify custom recipients in the field below, multiple email addresses can be separated using empty space or ,. The added recipients will only receive updates sent by our staff.

CC:

[Back](#)

> Login [\[Lost Password\]](#)

Email:

Password:

Remember Me: ☐

> Search

-- Entire Support Site --

- Complete the following information as indicated. **Please note that MANDATORY information is indicated by the asterisked * fields.**
- Click “submit”.



Support & FAQ Centre » Submit a Support Request » NSW

> **Submit a Support Request**

Your support request has been submitted successfully. One of our team will get back to you with more information shortly.

Support Request Information

Support Request ID:	106749
State or Territory:	NSW
Full Name: *	John Smith
Email: *	test@test.com.au
Priority:	Normal

Request Details

Club/Association Name:
Please type the full name of your club or association rather than the abbreviated name.
Test Raiders Club Inc

User Level:
What User Level are you? Club

Category:
Which of the following categories does your support request fall into? Player Scorecards
Hold Ctrl to select multiple categories.

Have you searched the knowledgebase?
If 'no' please click the orange "Knowledgebase" link at the top of the screen or use the "search" box to the right to find a help article.

Did you find a helpful article? Couldn't find what I was after and need help please!

Phone Number:
In some cases we may need to contact you via phone to resolve your support issue. Please provide the most appropriate daytime phone number to contact you on, including area code.
111 2222 333

Please Help!
I am stuck and can't proceed with entering player scores into the system and I don't know why!

Recipients

Back

Login [Lost Password]

Email:

Password:

☐ Remember Me

Search

-- Entire Support Site --

- You can record your **Support Request ID**, however you will also be sent an automatic email response (example below) summarising your support request. If you **do not** receive a confirmation email, you may have incorrectly entered your email address, or please check your junk email folder.

Cc:

Subject: [#106750]: Test Request

John Smith,

Your Support Request has been received and a member of our support team will review it and reply accordingly. Listed below are details of this Support Request. Please make sure the Support Request ID remains in the subject at all times.

Support Request ID: 106750
Subject: Test Request
State or Territory: NSW
Priority: Normal
Status: Open

You can check the status of or reply to this Support Request online at:
<http://mycricketsupport.cricket.com.au/>
Email: test@test.com.au
Password: 9ccd/Ud1

Please let us know if we can assist you any further,

Cricket Australia

- This email also contains a password to login to the SUPPORT and FAQ CENTRE to check the status or review any of your support requests. Please note that this is **not** a Login or Password for Weet-Bix MyCricket access.